

Haileybury Turnford

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Teacher - Job Description

Job Title:	Teacher
Band and Point Range:	Main Pay Scale or Upper Pay Scale
Hours and Weeks:	Part-time or Full-time
Responsible to:	Subject Leader/Faculty Leader (as applicable)
Job Purpose:	Develop and embed an innovative curriculum and high-quality learning experiences that inspires, enriches and ensures progress for all our students including the most vulnerable.
Main Duties:	<p>Supporting students</p> <ul style="list-style-type: none">• Welcome students at the classroom door at the beginning of each lesson.• Contribute to raising standards of student attainment.• Have the very highest expectations of all students and actively endeavour to build strong, positive working relationships.• Make learning objectives explicit and clearly share these with students at the start and throughout each lesson.• Require high standards of behaviour, conduct and uniform of students at all times.• Follow and implement the school's Rewards, Behaviour and Discipline Policy making use of the rewards systems for encouraging good work and promoting positive attitudes, and applying sanctions where appropriate to maintain high standards.• Develop the appropriate subject knowledge and skills to ensure students are able to access the curriculum and are suitably prepared for public examinations. <p>Monitoring</p> <ul style="list-style-type: none">• To maintain appropriate records and to provide relevant and up to date information for Class Charts and data drops in SIMS.• To monitor and support the overall progress and development of students as a teacher/form tutor. <p>Communication</p> <ul style="list-style-type: none">• To liaise with parents/carers, colleagues across the school and other external agencies as necessary regarding student issues.• To ensure that Child Protection matters are passed to the Lead or Deputy Designated Safeguarding Leads (DSLs) in accordance with statutory and school policies.• Inform and consult with parents where appropriate and attend Parents' Evenings in the school calendar.• Attend faculty meetings and other school meetings where appropriate in the school calendar.• Build and maintain a strong teamwork ethos within the staff team.• Attend the school's annual prospective Year 7 Open Evening and carry out duties accordingly.

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Responsibilities

- To implement and deliver an appropriately ambitious, broad, balanced, and adaptive curriculum for students and to support a designated faculty area(s) as appropriate.
- Prepare lessons thoroughly and review regularly their content and relevance for students of varying prior attainment profiles.
- Provide feedback and assess students work in accordance with the school policy and follow the assessment requirements of examination boards. Ensure feedback is formative and supports progression of learning.
- Maintain and improve professional expertise, keeping up to date with current developments in subject knowledge and pedagogy. Be actively involved in CPD relating to personal, faculty and whole school issues and in particular teaching and learning.

Innovation

- To continue to, with colleagues, develop and evaluate monitoring systems and strategies that enhance student well-being and progress.
- Work with the faculty leader(s) and other colleagues in designing and preparing courses, schemes of learning and lesson resources.

Strategic Development for UPS and above

- In addition to the duties above, the post holder will take responsibility for an additional wider-school strategic responsibility that will support student outcomes and/or well-being. The focus of this additional responsibility will be at the discretion of the line manager and may be subject to change over time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The job description will be reviewed and updated annually as part of the school's appraisal process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

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Teacher – Person Specification

To be read in conjunction with the Teacher Job Description

Job Title:	Teacher
Knowledge and Experience	<p>Excellent knowledge of current educational and curriculum issues as they relate to the teacher's subject(s).</p> <p>Excellent awareness of best practice in teaching and learning, and the ability to discern what will be most effective in raising standards.</p> <p>Good ICT skills.</p> <p>Strong organisational, administrative and time management skills.</p> <p>Good communication skills (oral and written).</p> <p>An excellent classroom practitioner with a proven track record of guiding students to high levels of achievement across Key Stages 3-5.</p> <p>Evidence of having raised standards and innovated successfully.</p> <p>Evidence of commitment to personal professional development.</p> <p>Experience of monitoring and evaluating.</p> <p>Experience of strategies for the effective management of students and their learning.</p>
Skills and Attributes	<p>An enthusiasm for the job and an ability to motivate students and staff.</p> <p>Commitment, energy, creativity and imagination. A capacity for hard work.</p> <p>A positive approach and attitude to change.</p> <p>An ability to listen to the ideas of others and respond positively to feedback.</p> <p>An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.</p> <p>An ability to demonstrate an excellent professional learning ethos.</p>